

## Conduct in Court

### Do:

- Turn off all electronic devices and cell phones before entering courtroom
- Always stand when speaking to the Judge and always call the Judge "Your Honor"
- Keep calm: Control your emotions and stay focused
- Act respectfully and politely to everyone in the courthouse
- If you do not understand a question, ask to have the question repeated or explained to you
- Always be honest when answering questions

### Don't:

- Bring weapons of any kind
- Bring people with you unless they are expected to testify as a witness as court space is limited
- Bring children to court (unless instructed to do so)
- Smoke, eat, drink, or chew gum in the courtroom
- Talk unless it is your turn to speak
- Argue or interrupt

## For more information:

Visit our website at:

<http://tn.gov/humanservices/topic/child-support-services>

Contact or visit your local Child Support Office.

You can find your nearest Child Support Office at:

<http://tn.gov/humanservices/article/child-support-office-locator>

In accordance with federal law and U.S. Department of Health and Human Services (HHS) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, contact HHS. Write HHS, Director, Office for Civil Rights, Room 506-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (Voice) or (202) 619-3257 (TTY). HHS are equal opportunity providers and employers.

You may also write Tennessee, DHS, Civil Rights Compliance Officer, Citizens Plaza Building, 400 Deaderick Street 15th Floor, Nashville, TN 37243, (615) 313-4748.



Phone: 615-313-4880

ChildSupport.CustomerService.DHS@tn.gov

400 Deaderick Street

Nashville, TN 37243



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## What to expect in court?

Department of Human  
Services



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## How to Dress for Court

It is important to dress appropriately when appearing in Court. Everything that you wear to Court should be clean and neat in appearance.

Examples of inappropriate clothing:

- Shorts
- Caps and hats (except those worn for religious reasons)
- Tank tops
- Muscle shirts
- Halter-neck tops
- Flip flops
- See-through tops
- Baggy pants that fall below your hips
- Ripped or torn jeans
- Mini skirts
- Pajama pants
- Sunglasses (unless those worn for medical purposes)
- Shirts with vulgar or profane words, or which depict drugs, alcohol, violence, or sex
- House shoes or slippers

If you are not dressed appropriately, you may be asked to leave the courtroom.

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## Helpful Tips:

Before your Court hearing:

- Make sure you are able to attend your Court date. If not, call your local Child Support office immediately to inform them. However, it is the Court that determines if you may be excused from attending your hearing.
- Gather any documents that you may need for your Court hearing:
  - Three (3) most recent pay stubs (or other income information if instructed)
  - Proof of medical insurance
  - Proof of payment for childcare
  - Proof of any children you are legally responsible for who are not part of this case
  - Proof of support you pay for each individual child

(You may be required to provide additional documentation as well.)

- Courts will make reasonable accommodations to individuals with disabilities. If you require reasonable accommodations, notify the Court prior to your Court date.
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## The Day of Your Court Hearing

- Plan to arrive early. If you arrive late, your case may be delayed, cancelled, or the Court may proceed without you.
  - Bring any papers, documents or other items of proof with you to Court.
  - When arriving to the Courthouse, metal detectors are set up at the front doors. Make sure you are not carrying anything that might be considered a weapon.
  - Once you have entered the courthouse, go directly to the courtroom your case has been assigned.
  - Stand when the Judge enters the room (you will be told when you can sit down).
  - Quietly wait on your case to be called.
  - When your case is called, you will be directed where to stand while the Judge reviews your case.
  - When speaking to the Judge, speak clearly and answer "Yes" or "No" questions with "Yes Your Honor" or "No Your Honor".
  - After the Judge has reviewed your case, a Court officer will tell you when you are allowed to leave the courtroom.
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